Northeast Oregon Alliance

Staff: 101 NE 1st St., Suite 100, Enterprise, OR 97828✦Phone:(541)426-3598;1-800-645-9454
Staff: PO Box 3197, La Grande, OR 97850✦Phone:(541) 963-2399

APPLICATION FOR FUNDING ASSISTANCE

For Projects Benefitting
Umatilla, Union and Wallowa Counties

Project Activities Must Be Complete By December 31, 2003

Provide 1 original and 15 copies of the application and one copy of any exhibits. Applications must be postmarked or hand delivered to one of the above addresses by 5:00 p.m. on October 31, 2002. Applications may not be faxed.

1. Project Name: Project Facelift/ FBLA Community Service Project

2. Applicant Information

A. Legal Business Name/Organization: FBLA Elgin School District

B. Legal Structure (proprietorship, partnership, corporation, county municipality, port/water/sanitary district): government

C. In what state is your business registered (corporations only)

D. Address: P.O. Box 68 Elgin Oregon 97827

E. Telephone: (541)437-7502 FAX: 437-1705

F. E-Mail Address

G. IRS Employer ID: 93-6000981

H. Person authorized to sign contracts: Larry Christman 437-2021 Principal
Name Title

3. Project Manager Information

A. Name: Jamie Gentry Title: Student Councilor

B. Organization: FBLA

C. Address: P.O. Box 68 Elgin Or 97827
Street or POB City state zip

D. Telephone: (541)437-7502 FAX: 437-1705

4. A. If a public entity or non-profit, is your project included in the Needs & Issues Inventory? If so, what is the project's ranking at the city and/or county level?

B. Is your project/activity included in any local or regional strategic plan? If so which one?

Both the Union County and the Elgin strategic plans.

RECEIVED 10/31/02 Postmarked

5. Funding Request. This project is requesting $13,000.00 in Alliance grant funds.

Summary of Budget:

a. Alliance Funds Requested $13,000

b. Other Committed Funds 8,000

c. Other Funds Applied For

d. Total Project Cost (a+b+c): $21,000

6. List sources and amounts of committed funds shown above.

City of Elgin- $5,000
Union County Transient Tax Discretionary Fund- $3,000

7. List sources, amounts and deadlines for funds applied for as shown above.

U.C. Transient Tax - $3,000

8. Project Description: Describe the overall project. What activities are planned? When will activities take place? Who will complete the activities?

This project includes the paving and lining of the parking area around the Elgin Napa Auto Parts Store, the Post Office and the Hardware Store. Elgin is currently lacking an organized parking area. It would provide parking for tourists and business owners in a centralized area to provide access to the surrounding business and reducing the congestion caused by off-street parking. Once completed the parking lot will be maintained by the City of Elgin.

The grant dollars would be used for the excavation and shaping of subase so water will drain to Hwy. 204 and then north to the side of the street at the Opera House and to the catch basin. The replacement of the drain ditch along side of the railroad tracks so water will drain to the lawn area behind the Opera House. The area will be covered with 8" of compact crushed rock and paved with class C asphalt.

9. What steps have you taken to ensure that your project is feasible? Describe planning efforts, feasibility studies, analysis, testing, market studies, business plans, etc.

This project is included in both the Oregon Department of Transportation, (TGM) Transportatio Growth Management and the Oregon Downtown Development Associaction studies.

10. Would your project add value to products produced in the region? If so, describe how.

11. How many employees do you have currently? Describe the number and type of jobs your project would create. Wage levels? Full time/part time? Seasonal?

This project does not directly create any jobs. It enhances the business core by providing parking for tourists and business persons that currently does not exist.

12. If a business project, does your product need marketing assistance? Do you have an international market?

13. Is this project self-sustaining? Explain who will own any improvements associated with the project and how the project or activity will be maintained after the initial funding has been spent.

The City of Elgin and the FBLA chapter will maintain the parking lot after completion.

14. Is your project ready to proceed? Describe any legal, financial, planning and/or political problems associated with the project and the timeline in which they will be remedied. Do you need assistance resolving these issues?

We are waiting on funding to begin the work.

15. Budget. List each activity that is part of your project and show the source of funds for that activity. Attach a letter of commitment, or the first page of an application submitted for funding, for any cash or in-kind amounts listed below. Label this information Exhibit A and submit it with your grant application. Only cash and in-kind matching funds which you anticipate spending after submitting your application should be included.

Specific Activity to be Funded		Cash Matching Funds				In-Kind Matching Funds		Total Cost of each Activity
	Grant Funds Requested	Federal Funds	Other State Funds	Recipient Funds (Cash)	Other Local Funds	Value	Source	
paving and ground work	13,000				8,000			$21,000
beautification						600.00	FBLA	600.00
Totals	$ 13,000				$8,000	$600.00		$21,600.00

16. Timeline. Indicate on the calendar below, when each activity shown in your budget above is scheduled to occur (Projects must be completed by December 31, 2003).

Activity	Jan 2003	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
excavation				x								
paving					x----	-x						
painting							x					
planting							x------	-x				

17. Regional Priority Checklist: Following is a list of the Economic and Community Diversification priorities established by the Northeast Oregon Alliance Board in its Plan. Your project must address at least one of these priorities to be eligible for funding. Please place a check in all boxes to the left of the priorities listed that your project addresses. You may check more than one box if applicable.

Economic Diversification

- ☐ Provide capital (lending programs, etc.)
- ☐ Support marketing and joint marketing efforts
- ☐ Assist providers/services to update facilities & technology
- ☒ Support infrastructure development
- ☐ Provide funds for research development & implementation of new technologies and uses of wastes
- ☐ Encourage the production of higher value-added products
- ☒ Encourage tourism
- ☐ Encourage production of crops & livestock
- ☒ Support downtown revitalization
- ☐ Support local efforts to provide signage

Community Diversification

- ☐ Generate, approve and support technical assistance activities that improve the capacity to develop, plan, implement and measure economic and community development in the region.
- ☒ Support transportation options and opportunities.
- ☐ Generate, approve and support housing development that creates and retains family wage jobs, improves access to services and cultivates healthy rural opportunities.

18. Measurement of Success: All projects must propose data that will be collected to measure the project's success. This data must be entered in the chart below, Types of measurements that could be utilized include: dollars leveraged, number of people benefitted, sales level increase, project completion (document prepared, construction complete, etc.), jobs saved, etc. All projects with a job creation component shall provide job creation data in addition to other project specific data.

Job Definitions: To show job creation, use full-time-equivalencies. A full-time equivalent job would include 2080 hours of work per year (year-round 40 hours per week). Multiple positions can be combined to add up to one full-time equivalent job, For instance, two positions at twenty hours per week are equivalent to one full-time job. An example is given in the chart shown below. Numbers shown represent the addition of two full time equivalent jobs/year.

Measurement: Describe data to be collected	Base Data	Projected Data		
	12/31/02	12/31/03	12/31/04	12/31105
Example: 2 Full time jobs created each year	10	12	14	16
· Construction Completed		Construction Completed		

Person responsible for collecting and reporting this data:

Name: Joe Garlitz Phone Number: (541) 437-7502

Address: P.O. Box 128 Elgin, OR 97827

19. Certification:

I certify that the answers given within this application packet and accompanying materials are true and complete to the best of my knowledge,

I authorize investigation of all statements contained in this application packet as may be necessary in arriving at a funding decision,

I understand that the application will be subject to the Public Records Law requirements and that the application will be discussed in a public meeting. Business information marked "Confidential" will be kept confidential to the extent allowed by the Public Records Law.

Larry L. Christman
Signature of Principal/Highest Elected Official

14 NOV 2002
Date

LARRY L. CHRISTMAN
Printed Name of Signatory and Title

Jamie Gentry, Student City Councilor
Printed Name of Preparer and Title

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Measurement: Describe data to be collected	Base Data	Projected Data		
	12/31/02	12/31/03	12/31/04	12/31/05
Example: 2 Full time jobs created each year	***10***	***12***	***14***	***16***
usage by public				
(number of cars)				

Person responsible for collecting and reporting this data:

Name: Mrs. Peggy Anthony Phone Number: (541) 437-7502

Address: P.O. Box 68 Elgin Oregon 97827

19. Certification:

I certify that the answers given within this application packet and accompanying materials are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application packet as may be necessary in arriving at a funding decision.

I understand that the application will be subject to the Public Records Law requirements and that the application will be discussed in a public meeting. Business information marked "Confidential" will be kept confidential to the extent allowed by the Public Records Law.

Larry L. Christman
Signature of Principal/Highest Elected Official

29 Oct 2002
Date

LARRY L. CHRISTMAN - Principal
Printed Name of Signatory and Title

Elgin School Dist #23

Jamie Gentry, Student City Councilor
Printed Name of Preparer and Title

Page 1 of Original Signed

20. Supporting Documents. **Provide one copy of the following exhibits. Check off each exhibit as you include it with your application. Clearly label documentation with the appropriate exhibit letter. Important: be sure to include all applicable exhibits.** Applications will be reviewed by staff prior to submission to the board; incomplete applications will not be reviewed by the board.

Be sure to clearly and individually mark "confidential" on any information "of a nature that reasonably should be kept confidential" which the applicant is submitting to the board in confidence (ORS 192.502(3)). **All materials submitted with the application are subject to Oregon's Public Record Law.**

All Applicants

☐ Exhibit A: A letter of commitment from the appropriate entity (including applicant, if applicable) or the first page of an application already submitted for funding for each cash or in-kind amount specified in question 15.

Private For-Profit Applicants

☐ Exhibit B: Corporations only, submit print-out from the state business registry database (search by business name): http://www.sos.state.or.us/corporation/bizreg/index.htm.

☐ Exhibit C: Current Personal Credit Reports for each principal or owner of 20% or more. Submit a copy of a credit report obtained within the last six months. If you wish to have NEOEDD obtain a credit report for you, fill out the attached Request Form and return with your application.

☐ Exhibit D: Business Profit and Loss and Balance Sheets for most recent two full years, plus interim.

☐ Exhibit E: Personal Federal Tax Returns for last two years for all principals or owners of 20% or more.

☐ Exhibit F: Business Federal Tax Returns for last two years (if filed separately).

☐ Exhibit G: One-page detailed description of current facility, machinery and equipment.

☐ Exhibit H: Monthly cash flow projections for two years.

☐ Exhibit I: Business Plan that includes at a minimum: a brief market analysis, a description of the business and product/service, a description of the project and costs, anticipated project results and qualifications of the business management team.

Non-Profit Applicants

☐ Exhibit J: Minutes of the applicant's meeting at which submission of this application was approved.

☐ Exhibit K: Current Budget of applicant, or if none, budget of the applicant's fiscal agent.

☐ Exhibit L: Federal Tax Returns for last two years.

Public Applicants

☒ Exhibit M: Minutes of the applicant's meeting at which submission of this application was approved.

☒ Exhibit N: Copy of Auditor's Letter issued to applicant in conjunction with an Independent Auditor's Report for the last two years. If project is on-going, submit revenue and expense reports and balance sheets for the last two years activity.

☐ Exhibit O: Adopted budget for the current year's project activities and explanation of why other public funds are not available for project costs.